



ACCEPTING APPLICATIONS FOR LOCAL STUDENT INTERN PROGRAM

U.S. Consulate in Jeddah, Saudi Arabia

ADVERTISEMENT

UNPAID LOCAL INTERNSHIP OPPORTUNITY AS INFORMATION ASSISTANT INTERN - PUBLIC AFFAIRS SECTION (JEDDAH)

The United States Consulate in Jeddah is seeking applications for an Information Assistant intern from current university students meeting the following criteria and requirements, to support the Public Affairs Section. This is an unpaid internship for a minimum duration of 6 weeks.

Open to: Current Saudi Citizen University Students in Saudi Arabia

Selection Criteria: Candidates must be:

- Saudi national (and not a dual nationality U.S. Citizen)
- Applicant must be at least 18 years of age at the time of appointment;
- Enrolled full-time student in a university, trade school, technical or vocational institute, college or comparable recognized educational institute
- Legally residing in Saudi Arabia

Additional Requirements: Candidates must have:

- An Internship Agreement form from their University
- Applicant must be able to pass the medical clearance and a U.S. non-sensitive security clearance
- Applicant must have a medical insurance or should have a local government healthcare eligibility.
- Must pass the language and computer skills tests

Application closing date: September 10, 2015 for an internship starting October 2015

Duration: Minimum six (6) weeks

Schedule: Weekly work schedules are flexible, but a minimum of 10 to 20 hours a week is required. Schedule of actual working hours will be determined by the supervisor and mutually agreed between the selected intern and the supervisor.

Basic duties of the position:

1. Assist Information Unit with journalist and media events. Support Information Resources Center activities such as English Conversation Club.
2. Prepare graphics and photos for use on social media, and edit Consulate videos.
3. Perform administrative tasks such as filing and archiving media and maintaining and updating contacts lists.

Qualifications Required:

- ✚ College studies in Graphic or Industrial Design, Fine Arts, English, Business Education or related areas. (Studies in other fields will also be considered on a case-by-case basis.)



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- ✚ Experience: Applicants must demonstrate potential to accomplish the type of work to be performed through concrete examples from academic and professional experiences.
- ✚ Language: Level IV in both English and Arabic (Fluent - Read/Write/Speak) required.
- ✚ Knowledge: Demonstrated interest in event planning and cultural affairs.
- ✚ Skills/Abilities: MS Office Skills; strong interpersonal skills; organization skills; ability to work as part of a team as well as independently; computer skills; good judgment and problem-solving skills; initiative; flexibility.

To Apply:

Interested applicants for this position must submit the following prior to the closing date of the Vacancy Announcement and incomplete applications will not be considered:

1. Completed *Application Form (*Please specify the semester and the section you wish to apply for*).
2. Statement of Interest outlining objectives/motivations seeking an internship.
3. An Internship Agreement form from their University
4. One letter of recommendation from the educational institute supporting participation in the internship program;
5. A copy of the official transcript of academic standing from institution
6. Duly signed Gratuitous Service Agreement Form
7. Copy of Saudi ID
8. Recent medical certification issued by a reputable healthcare institution stating that the student is healthy and free of any communicable disease, and has vaccination record
9. Copy of insurance card or Hospital medical file card for those availing healthcare services in government owned healthcare facilities

SUBMIT ALL DOCUMENTS AS A SINGLE DOCUMENT (ONE PACKAGE) IN PDF FORMAT
BY EMAIL TO: Riyadhlocalintern@state.gov

*Application documents can be found online at
<http://riyadh.usembassy.gov/about-us/local-student-intern-program.html>